



## DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO  
BUILDING 2102, NAVAL STATION  
EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 3500.1G CH-1

N31

16 Sep 98

NAVRESREDCOM REG TWO TWO INSTRUCTION 3500.1G CHANGE  
TRANSMITTAL 1

Subj: UNIFORM SYSTEM OF ALERT CONDITIONS (LERTCONS)

1. Purpose. To transmit change one to the basic insrtuction.

2. Action. Make pen and ink changes to following:

a. Enclosure (1), paragraph 1, line 33 replace (206) 526-XXXX with (425) 304-3865.

b. Enclosure (1), page 2, line 8 replace (206) 526-XXXX with (425) 304-3865.

*Jm Lowe*  
J. M. LOWE  
By direction

Distribution:

NAVRESREDCOMREG22INST 5216.1J

List A

Stocked:

NAVRESREDCOM REG TWO TWO (N01A)



DEPARTMENT OF THE NAVY  
NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO  
BUILDING 9, NAVAL STATION  
SEATTLE, WASHINGTON 98115-5009

NAVRESREDCOMREG22INST 3500.1G  
Code 03

NOV - 1 1994

NAVRESREDCOM REGION TWENTY-TWO INSTRUCTION 3500.1G

Subj: UNIFORM SYSTEM OF ALERT CONDITIONS (LERTCONS)

Ref: (a) COMNAVRESFORINST S3500.7G  
(b) NAVRESREDCOMREG22INST 3060.5  
(c) COMNAVRESFORINST 3060.5

Encl: (1) Sample Telephone Message for Notification of  
Actual/Simulated Alert Conditions  
(2) Sample Telephone Message for Notification of  
Attainment of Actual/Simulated Alert Conditions

1. Purpose. To provide procedures and methods which will enable this command to notify assigned reserve activities within Naval Reserve Readiness Command Region Twenty-two as expeditiously as possible of issues regarding the setting of Alert Conditions (LERTCON), and to establish uniform reporting procedures.

2. Cancellation. NAVRESREDCOMREG22INST 3500.1F

3. Background. Commander, Naval Reserve Readiness Command Region Twenty-two is assigned the responsibility for informing Naval Reserve Activities/Units when changes of conditions of military and mobilization readiness are directed by higher authority. Reference (a) provides detailed guidance for specific response actions required at each level of command. Echelon V activities submit reports to REDCOM 22 for consolidation. REDCOM will submit reports to higher authority. Compliance within a specified time frame is critically important. In order to meet the primary mission responsibility, all commands must be thoroughly familiar with reference (a), and must be able to meet the required compliance/deviation times.

4. Requirements.

a. Reference (b) requires Naval Reserve Activities to submit updated recall bills on a quarterly basis. These recall bills should be in the format per annex G, reference (c). Duty Officers contacted must have access to reference (a), a STU-III phone, must have a SECRET clearance, and must be fully trained in initiating LERTCON procedures. Commanding Officers/Officers in Charge will ensure that these individuals are fully qualified.

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b. Upon message receipt of changed readiness condition or exercise, REDCOM 22 will immediately notify all appropriate Reserve Activities by STU-III telephone utilizing the telephone message format in enclosure (1). The message will include instructions for further LERTCON requirements/actions.

c. Upon receipt of the NAVRESREDCOMREG 22 telephone message notification, the Reserve Activity will execute local notification procedures as appropriate. Reserve Activities will report completion of notification and/or any deviations from time requirements utilizing the reporting format of enclosure (2).

d. Media/public queries about actual or exercise LERTCONs will be handled in accordance with section 4 of reference (a).

5. Action. NRA's are to review the procedures in reference (a) and this instruction on a yearly basis. To assure competence in LERTCON procedures, NAVRESREDCOMREG 22 will conduct no-notice LERTCON exercises at least annually in addition to those conducted by COMNAVRESFOR. All personnel should remember that the setting of LERTCONs (whether actual or exercise) requiring notification and action is separate and distinct from mobilization procedures which are addressed in references (b) and (c).

  
S. M. BROOKER  
Deputy

Distribution:

NAVRESREDCOMREG22INST 5216.1F

LIST E, F, H

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SETTING ACTUAL/SIMULATED ALERT CONDITION

1. The following telephone message format shall be used by NAVRESREDCOMREG 22 to pass both actual and simulated LERTCON information. The STU-III phone will be utilized.

PLAIN VOICE:

(REDCOM) " THIS IS (RANK/RATE AND NAME) AT REDCOM 22.  
I WANT TO MAKE A SECURE VOICE CALL. YOU WILL  
NEED TO ACCESS YOUR STU-III KEY AND  
TERMINAL."

(If after hours, the CO/CDO/MLO will be required to return the REDCOM call as soon as possible. A phone number will be provided by the REDCOM 22 staff member initiating the call.)

(When the center is ready to go secure)

"INSERT YOUR KEY AND TURN IT 90 DEGREES  
CLOCKWISE UNTIL IT CLICKS. TO GO SECURE,  
ONE, AND ONLY ONE OF US MUST PUSH THE SECURE  
VOICE BUTTON. I WANT YOU TO PUSH IT AND TELL  
ME JUST BEFORE YOU DO SO."

(CENTER) "I AM PUSHING THE SECURE VOICE BUTTON NOW."

SECURE VOICE:

(REDCOM) "ARE YOU READY TO COPY? (The message  
date/time group or other reference (if any)  
will be provided). THIS IS/IS NOT AN  
EXERCISE. REFER TO NAVRESREDCOMREG22INST  
3500.1 SERIES."

(One of the following formats will be utilized)

ACTUAL LERTCON

COMPLY WITH ENCLOSURE (1), ANNEX C AND ( ),  
APPROPRIATE APPENDIX OF COMNAVRESFORINST  
S3500.7G. COMPLIANCE AND/OR DEVIATIONS MUST  
BE RECEIVED BY (TIME) IN THE FORMAT  
SPECIFIED BY ENCLOSURE (2) OF  
NAVRESREDCOMREG22INST 3500.1 SERIES.  
UTILIZE TELEPHONE NUMBER (206) 526-XXXX."

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EXERCISE LERTCON

"COMPLY WITH ENCLOSURE 1, ANNEX D AND  
APPENDIX ( ), APPROPRIATE APPENDIX OF  
COMNAVRESFORINST S3500.7G. COMPLIANCE AND/OR  
DEVIATIONS MUST BE RECEIVED BY (TIME) IN THE  
FORMAT SPECIFIED BY ENCLOSURE (2) OF  
NAVRESREDCOMREG22INST 3500.1 SERIES.  
UTILIZE TELEPHONE NUMBER (206)526-XXXX.

**NOTE: Make all reports to REDCOM 22.**

"TO GO NON-SECURE I WILL PUSH THE  
NON-SECURE BUTTON."

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**REPORTING/ATTAINMENT OF ACTUAL/SIMULATED ALERT CONDITIONS**

1. Reserve Activities shall report attainment of actual/simulated condition to NAVRESREDCOMREG 22 by the following NON-SECURE phone message.\*

**A. ACTUAL ALERT CONDITION**

"THIS IS (RANK/RATE & NAME), NAVRESREDCEN/  
NAVMARCOESREDCEN/NAVRESCEN/NAVRESFAC \_\_\_\_\_."

- "REDCOM 22 (Message DTG or Phoncon) COMPLIED WITH"

OR

- "REDCOM 22 (Message DTG or Phoncon) COMPLIED WITH IN PART. DEVIATION OF (HOURS/DAYS) ON ITEM (NUMBER) FOR UNIT, ETC." (AS APPROPRIATE).

NOTE 1: "COMPLIED WITH" signifies alert information has been passed to action addressees.

NOTE 2: "ITEM NUMBER" refers to items listed in Annex C of enclosure (1) of COMNAVRESFORINST S3500.7G.

NOTE 3: Submit compliance telephone call upon completion of all item numbers.

**B. EXERCISE ALERT CONDITION**

"THIS IS (RANK/RATE & NAME), NAVRESREDCEN/  
NAVMARCOESREDCEN/NAVRESCEN/NAVRESFAC \_\_\_\_\_."

- "REDCOM 22 (Message DTG or Phoncon) COMPLIED WITH

OR

- REDCOM 22 (Message DTG or Phoncon) COMPLIED WITH IN PART. DEVIATION OF (HOURS/DAYS) FOR COMPLETION OF REQUIREMENTS. \_\_\_\_\_ NUMBER OF RESERVIST \_\_\_\_\_% STILL NEED TO BE CONTACTED."

NOTE 1: "COMPLIED WITH" Signifies information has been passed to action addressees in accordance with Enclosure (1), Appendix D of reference (a) and guidance contained in the implementing notification.

**\*Amplification of specific details may change the classification and will require that information be passed by secure voice via the STU-III phone.**

Encl (2)